

**DRAFT**



**DURHAM COUNTY COUNCIL  
OVERVIEW AND SCRUTINY  
JANUARY 2009**

**PROTOCOL FOR THE  
CO-OPTION OF NON-VOTING  
SCRUTINY MEMBERS**

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# **INTRODUCTION**

## **Protocol for the Co-option of Non-Voting Scrutiny Members**

**[Document 1]**

## **Introduction**

### **Protocol for the Co-option of Non-Voting Scrutiny Members**

The purpose of establishing a protocol for the co-option of non-voting Scrutiny members is as follows:

- To formalise the appointment of representatives
- Ensure that as many Overview and Scrutiny members as is practical are involved in the appointment process
- That those appointed meet the requirements of the person specification
- That a process of formal induction, training and on-going support is available to the appointed non-voting co-optees
- That by appointing for a two year period (2010 - 2012) this provides an opportunity for non-voting co-opted members to stand down if they wish to and gives Overview and Scrutiny the opportunity to refresh membership and seek representatives with different experience and skills

The attached protocol has been developed in accordance with examples of Best Practice ensuring that the process is engaging whilst more formalised.

**Protocol for Co-opting  
Non-Voting Scrutiny Members**

**[Document 2]**

## Protocol for Co-opting Non Voting Scrutiny Members

### Number of Co-opted Members

1. The majority of Members on a Scrutiny Committee will be elected Members of the Council however the provision is available for the appointment of a number of non-voting co-optees on each Committee. This number will not exceed 6. The exception to this is the Scrutiny Committee for Children and Young People which will have an additional 5 statutory appointed voting co-optees, who have voting rights in relation to education matters. The voting representatives are as follows:
  - (a) 1 Church of England diocese representative
  - (b) 1 Roman Catholic diocese representative; and
  - (c) 3 Parent Governor representatives

The above voting co-opted members are appointed via a separate statutory process (the appointment process is covered in 'The Parent Governor Representatives (England) Regulations 2001') and therefore will not be subject to the policy and protocol for the appointment of non-voting co-optees.
2. Each non-voting co-optee will be subject to the formal appointment process as detailed in the attached protocol.
3. Except for the 5 Statutory appointed co-opted members serving on the Overview and Scrutiny Management Board and the Scrutiny Committee for Children and Young People, who have voting rights for educational matters only, co-opted members will not have voting rights.
4. The existing non-voting co-optees will continue to serve in 2009, with the formalised appointment process commencing in January 2010.
5. Each non-voting co-opted member will be appointed for a period of two years (2010 - 2012). At the end of the two year period they will be given the opportunity to apply for a further period of service as a co-optee however they will be subjected to the formal appointment process as detailed in the attached protocol.
6. In relation to the number of non-voting co-optees appointed to serve on a 'Cross Cutting' or 'Light Touch' Scrutiny review the number shall not exceed 2 for each review.
7. In addition to standing non-voting co-optees, review groups can co-opt individuals with 'expert knowledge' onto a review panel for the duration of the review.

## **Appointment of Non-Voting Co-optees**

8. The process governing the appointment of non-voting co-optees will commence in January 2010 to ensure that co-optees are in place for the municipal year.
9. All non-voting co-optees will be appointed according to the attached protocol for the appointment of non-voting co-optees which covers the following:-
  - Placing of advertisement
  - Applications process
  - Appointment procedure
  - Induction, training and ongoing support.
10. The protocol for the appointment of non-voting co-optees has been developed according to examples of Best Practice supplied by the City of Wakefield Metropolitan District Council, London Borough of Richmond-upon-Thames and Telford and Wrekin Council.

**PROTOCOL FOR THE APPOINTMENT OF  
NON-VOTING CO-OPTED SCRUTINY MEMBERS  
FOR A PERIOD OF 2 YEARS (2010-2012)**

**[DOCUMENT 3]**



## **Protocol for the appointment of Non-Voting Co-opted Scrutiny Members for a period of 2 Years (2010-2012)**

### **Advertisements**

Advertisements will be placed in the Council's "Countywide" newspaper, the Council website, and Council Offices. In addition, posters will be displayed in public spaces including libraries, Parish Council Offices, Schools, Leisure Centres with a press release issued to all local media (via the Press Office).

Letters will also be sent to local groups identified such as the Council for Voluntary Services or organisations that a representative is sought from, asking for a suitable nomination. The role description and person specification will be sent with the letter to enable the nominating group to select somebody who is able to fully contribute towards the work of Overview and Scrutiny. The letter will also stress the importance of nominating somebody who is able to attend the scheduled meetings, and these dates will be provided.

In addition, letters will be sent to existing non-voting co-optees applying for a further term of office asking them to complete an Expression of Interest form.

Recruitment activity will begin in January 2010, to ensure that non-voting co-opted members can be appointed in time for the new municipal year.

Adverts and posters will ask interested parties to contact the Scrutiny team expressing their interest. They will then be sent further details to enable them to decide whether to apply including:

- Leaflet on Scrutiny and the role of co-opted scrutiny members
- Protocol for Co-opting non-voting co-optees

### **Applications**

Applicants will be required to fill in a short application form giving their contact details, which scrutiny committee they would like to sit on, and a short statement of around 250 words explaining why they want to be involved in the scrutiny process and what they can contribute to the role.

Following the closing date for the receipt of applications the Chairman and Vice-Chairman for the Overview and Scrutiny Management Board; the Chairman and Vice-Chairman of the appropriate Scrutiny Committee; together with a member of the appropriate committee (minority member) and an Overview and Scrutiny Officer will identify suitable candidates from the applications received for their Committee. This process will be done by assessing the application against the job description and person specification. The selected candidates will be invited to an informal interview with the Chairman and Vice-Chairman of the Overview and Scrutiny Management Board, the relevant Chairman and Vice-Chairman of the Scrutiny Committee, together with a member from the appropriate Committee (minority member)

and an Overview and Scrutiny Officer. The panel will then decide which of the applicants are the most suited to be appointed as a co-opted member (decision can be by majority, the Chairman will have a casting vote if there is an equal number of members and there is a tied vote). The interview will last for approximately 20 minutes with the members of the panel supplied with questions prior to interview. The applicants will be notified in writing as to whether they have been successful.

### **Appointment**

The successful applicants will be contacted to arrange an induction. Those who have not been successful as non-voting co-opted members will be invited to join a pool which can be drawn upon for light touch reviews which relate to their area of expertise.

Non-voting co-opted members will be appointed for a term of two years. At the end of each term of office, each Scrutiny Committee will ask the current non-voting co-opted members whether they wish to continue, or whether it would be appropriate to seek alternative non-voting co-opted members. Any non-voting co-optees wishing to continue would be subject to the appointment process and would have to complete the appropriate form and attend an interview. Co-opting members for a further term will mean the committee can benefit from the experience they will have built up. However, having a set term of office gives the opportunity for non-voting co-opted members to stand down if they wish to and also gives the Committee the opportunity to refresh membership and seek representatives with different experiences and skills.

In addition non-voting co-opted members will be required to sign the Council's Code of Conduct which sets out the standards of behaviour.

Non-voting co-opted members may terminate their membership by giving one month's notice to the Head of Overview and Scrutiny should their circumstances change during their term of office and they feel that they can no longer fill the commitments of a non-voting co-optee.

### **Induction, training and ongoing support**

Each non-voting co-opted member will have an individual induction once they are appointed, before they attend their first Scrutiny meeting. This induction meeting will be held with the relevant scrutiny officer (normally the Head of Overview and Scrutiny), the Chairman/Vice-Chairman of the O & S Management Board and the Chairman/Vice-Chairman of the appropriate scrutiny committee which they will be joining.

The same scrutiny training opportunities that are available to elected members will be made available to non-voting co-opted members. This includes both in-house and external training, and may include scrutiny skills training or training which will increase knowledge in the areas within the remit of the relevant Scrutiny Committee.

Each non-voting co-opted member will have the opportunity for a review meeting during the municipal year. This will be an opportunity to discuss performance, training and support needs and any other issues (development of a Personal Development Plan).

The position of non-voting co-opted member is a voluntary post, but the Council will make payments to non-voting co-opted members to cover expenses incurred whilst fulfilling their duties as a co-opted member (travelling and subsistence allowance).

**NON-VOTING CO-OPTED MEMBER ROLE  
DESCRIPTION AND  
PERSON SPECIFICATION**

**[DOCUMENT 4]**

## **Non-Voting Co-opted Member Role Description and Person Specification**

### **Overall Purpose of Role**

You will be helping one of the Council's Scrutiny Committees to monitor the performance of Council services and Partners (Primary Care Trust, Environment Agency, Fire Services, Police, Crime and Disorder Reduction Partnership), to review policy to make sure that high quality services are being delivered to County Durham residents.

### **As a Non-Voting Co-opted Scrutiny Member, you will be expected to:**

- Regularly attend formal Scrutiny meetings.
- Take part in in-depth 'Cross Cutting, Scrutiny reviews - meetings for this type of review may be held in the evening or daytime and could involve site visits, focus groups and other types of meeting. This type of review could involve up to 8-12 meetings over an extended period of time.
- Participate in 'Light Touch' Scrutiny Reviews – meetings for this type of review may involve site visits, focus groups and other types of meeting. This type of review could involve up to 2-5 meetings over a 4/8 week period.
- Play an active part in meetings - asking questions, giving your views and suggesting improvements.
- Bring an external view to Scrutiny work, which Councillors might not have, and represent the views of the residents of County Durham.
- Where you are representing an external body ensure that you keep that organisation up to date with Overview and Scrutiny developments.
- Suggest service areas or issues that Scrutiny Committees could investigate.
- Treat witnesses with courtesy and respect the confidentiality of some of the information you might hear as a Scrutiny Member.
- Remain non-political at all times.

### **Person Specification - Skills and Experience Non-Voting Co-opted Members should have:**

- A keen and genuine interest in achieving improvements in public services for local people.
- Experience relating to the remit of the Scrutiny Committee you wish to sit on. This could have been gained through your own experience of using Council services in that area, through voluntary work or from being employed in a similar line of work.

- The ability to understand written and verbal information, to not take information at face value and use it to develop further questions.
- A willingness to contribute to discussions, sometimes in public meetings, by giving your views and asking questions, including on issues which might be outside your area of interest or expertise.
- The ability to ask questions and give views that reflect the interests and views of people other than yourself.
- A respect for the views of others and the ability to consider issues in a fair and non-judgmental way.
- The ability to work as part of a team and develop good working relationships with people from different backgrounds.
- Independence from party politics, including not having been a member of the Council in the past two year's.
- The ability to problem-solve and look at innovative new ways of working that will achieve improvements in services.
- Willingness to attend training to develop your knowledge and skills.
- Resides, work, or be a member of an organisation, within County Durham.
- An awareness and understanding of Equality and Diversity issues (successful applicants will be required to attend the Equality and Diversity training provided by the Authority)

**Other requirements of the role:**

- Non-voting co-opted members will be required to satisfactorily fulfil a Criminal Records Bureau check, as they may come into contact with vulnerable children or adults, as well as financial information.
- Non-voting co-opted members will be required to sign up to the Council's Code of Conduct which sets out the standards of behaviour expected of Councillors, including confidentiality agreements and which Co-opted Members will also be expected to abide by.
- If you are involved in any local groups which might be considered a prejudicial interest i.e. your involvement in Scrutiny of related issues could be seen to be benefiting the group you are involved with, you will have to declare these on the Register of Interests. You will be given advice on what you do and do not have to declare.

**NEW NON-VOTING CO-OPTED MEMBER  
APPLICATION FORM**

**[DOCUMENT 5 - APPENDIX 1]**

**NEW NON-VOTING CO-OPTED MEMBER APPLICATION FORM**

<p><b>Data Protection Act</b></p> <p>The information or data which you have supplied on the application form will be processed and held on computer.</p> <p><b>By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data</b></p>
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Please read the Job Description, Person Specification and accompanying information carefully before completing your application form.

**1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

Surname/Family name	Initials	
Correspondence Address		
Postcode		
Telephone Number: Daytime: Evening: Mobile:	E-mail address:	
Please state your preferred method of contact:		
Are you related to, or a close friend of, any Elected Member or Officer of the Council? If yes, please give details below.		

**2. OVERVIEW AND SCRUTINY COMMITTEE**

Please indicate below which of the Scrutiny Committees you are interested in becoming a Member of. You may tick more than one.

Scrutiny Committee for Safe and Stronger Communities	
Scrutiny Committee for Economy and Enterprise	
Scrutiny Committee for Environment and Sustainable Communities	
Scrutiny Committee for Children and Young People	
Scrutiny Committee for Adults, Well-being and Health	



**3. PERSONAL STATEMENT**

Please state here the reasons that you want to be involved in scrutiny, and the skills and experience that you feel you can contribute to the role. You should include any experience that relates particularly to the remit of the scrutiny committee that you are interested in joining. This should be up to 250 words.

Please describe any relevant professional qualifications, business experience, voluntary/community experience, personal circumstances e.g. a user of services, a representative of an ethnic minority group.

4. **PAST EXPERIENCE**

Have you ever formerly served as a Councillor?

Yes  No

If yes, for which Council and approximate date?

Have you formerly served as a Co-optee?

Yes  No

If yes, for which Council and approximate date?

**Special Requirements:**

Please tell us of any special requirements that we can assist you with to help you to fulfil this role e.g. access, language, etc.

5. **REFERENCES**

Please give details of two people that we may contact for a character reference. One of these may be a relative, but not a spouse or partner.

1. Name Address  Tel. No.  Relationship to you.	2. Name Address  Tel. No.  Relationship to you.
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6. **OTHER INFORMATION**

Are you currently employed by Durham County Council?	<b>YES/NO</b>
Are you, to your knowledge, related to any Durham County Council employee	<b>YES/NO</b>
<b>Name</b>	<b>Relationship</b>

**Criminal Convictions:**

If you are appointed as a non-voting co-opted scrutiny member, you will be required to have a Criminal Records Bureau (CRB) check because of the type of information that will be shared with you, and because you may come into contact with children or vulnerable young people.

If you have any convictions that you would like to disclose before the CRB check, please do so here. We will only take them into account if we consider them relevant to the role of non-voting co-opted member for which you have applied.

**7. YOUR SIGNATURE**

I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any appointment as a co-opted scrutiny member. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1984 and any subsequent legislation.

**Signature of applicant**

**Date:**

OFFICE USE ONLY	Shortlisted for interview?	Yes/No	Reason:
	Appointed?	Yes/No	Reason:

## DIVERSITY MONITORING

Scrutiny reviews Council services for the benefit of all residents of Durham County. We are therefore keen to ensure that co-opted members represent the diversity of the local community. To help us monitor this, we ask that you complete the details below. This information will not be considered during the process of appointing non-voting co-optees, but will be used in reviewing the success of the recruitment campaign.

Some of the information you give on this form may be considered to be sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will be deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes.

<b>PLEASE TICK RELEVANT BOX</b>						
<b>AGE:</b>	16-18 <input type="checkbox"/>	19-35 <input type="checkbox"/>	36-49 <input type="checkbox"/>	50-59 <input type="checkbox"/>	60-65 <input type="checkbox"/>	Over 65 <input type="checkbox"/>
<b>GENDER:</b>	Male <input type="checkbox"/>		Female <input type="checkbox"/>			
<b>ETHNIC ORIGIN:</b>						
<b>Asian or Asian British</b>		<b>Black or Black British</b>		<b>Mixed</b>		<b>White</b>
Indian <input type="checkbox"/>		Caribbean <input type="checkbox"/>		White & Black Caribbean <input type="checkbox"/>		British <input type="checkbox"/>
Pakistani <input type="checkbox"/>		African <input type="checkbox"/>		White & Black African <input type="checkbox"/>		Irish <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>		Any other black background <input type="checkbox"/>		White & Asian <input type="checkbox"/>		Any other white background <input type="checkbox"/>
Any other Asian background <input type="checkbox"/>				Any other mixed background <input type="checkbox"/>		
<b>Other Ethnic Groups</b>						
Chinese <input type="checkbox"/>						
<b>DISABILITY:</b>						
The Disability Discrimination Act 1995 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and adverse, long-term effect on his or her ability to carry out normal day to day activities".						
Under this definition do you consider yourself to have a disability?				<b>YES/NO</b>		
<b>HOW DID YOU FIND OUT ABOUT THIS VACANCY?</b>						
Thanking you for completing the application form.						
Please return to:						
Overview and Scrutiny Team Assistant Chief Executive's Department Durham County Council County Hall Durham						
If you have any queries, please do not hesitate to contact <a href="http://www.durham.gov.uk">www</a> .						

**NON-VOTING CO-OPTED MEMBER -  
EXPRESSION OF INTEREST FORM**

**[DOCUMENT 6 - APPENDIX 2]**

OVERVIEW AND SCRUTINY

**NON-VOTING CO-OPTED MEMBER - EXPRESSION OF INTEREST FORM**

**CONFIDENTIAL**

1. **PERSON DETAILS**

**Title** Please ✓  
Mr  Mrs  Miss  Ms

Other (please specify).....

**Full Name:** .....

**Address:** .....

.....

.....

**E-mail:** .....

**Telephone:** Daytime: .....

Evening: .....

Mobile: .....

**Please state your preferred method of contact:** .....

2. **PREFERENCES**

**Please indicate which Overview and Scrutiny Committee you are applying for. If you wish to be considered for more than one please indicate order of preference where 1 is highest and 5 is lowest:**

Scrutiny Committee for Safe and Stronger Communities

Scrutiny Committee for Economy and Enterprise

Scrutiny Committee for Environment and Sustainable Communities

Scrutiny Committee for Children and Young People

Scrutiny Committee for Adult, Well-being and Health

3. **DECLARATION**

**Signature:** .....

**Print Name:** .....

**Date:** .....

**Thank you for completing the expression of interest form**

**Please return to:**

Overview and Scrutiny Team  
Assistant Chief Executive's Office  
County Hall  
Durham

If you have any queries, please do not hesitate to contact us  
on (0191) 3836506 or e-mail [diane.close@durham.gov.uk](mailto:diane.close@durham.gov.uk)

**Data Protection Act 1998**

We need some of your personal details to enable you to take up post as a non-voting co-opted member. We do not intend to pass your information to other departments of the Council or the Council's external partners. However, should there be a need to share the information we hold on you, we will contact you first. All the information provided by you will be kept securely and treated confidentially.

**REFERENCE FOR NON-VOTING CO-OPTEE**

**[DOCUMENT 7 - APPENDIX 3]**



OVERVIEW AND SCRUTINY  
REFERENCE FOR NON-VOTING CO-OPTEE

REFERENCE FOR: .....

How long have you known the applicant? .....

In what capacity do you know the applicant?

.....

.....

.....

Please can you indicate to what extent the applicant has the following qualities and skills by circling the appropriate number between 1 and 5 where 1 is poor and 5 is excellent? If you feel unable to comment, please circle "Not able to say".

Interest in improving public services	1	2	3	4	5	Not able to say
Ability to work in a team	1	2	3	4	5	Not able to say
Ability to communicate effectively	1	2	3	4	5	Not able to say
Respectful of the need for confidentiality/ sensitivity as appropriate	1	2	3	4	5	Not able to say
Respectful of the views of others	1	2	3	4	5	Not able to say
Ability to analyse and solve problems	1	2	3	4	5	Not able to say
Interest in Local Government	1	2	3	4	5	Not able to say
Knowledge of County Council	1	2	3	4	5	Not able to say

Any additional information you would like to give in support of the applicant?

Name of Referee (*Please Print*) .....

Signed: .....

Date: .....

**Please return in the pre-paid envelope provided**  
***Thank you for your co-operation***

**LEAFLET**

**THE ROLE OF NON-VOTING CO-OPTED  
MEMBERS IN SCRUTINY**

**[DOCUMENT 8]**

## LEAFLET

### THE ROLE OF NON-VOTING CO-OPTED MEMBERS IN SCRUTINY

#### 1. What is Overview and Scrutiny?

##### Overview and Scrutiny?

Overview and Scrutiny is the process by which the Council looks at its own performance and that of other public sector services and Partners (Primary Care Trust, Environment Agency, Police, Fire Service, Crime and Disorder Reduction Partnership), to check how well they are doing. It aims to improve the way in which services are delivered by looking for new ways of working, review existing policies or suggesting new ones and challenging overall performance.

Overview and Scrutiny has a number of key roles to play:

- Holding to account – this means providing a challenge to the Council’s Cabinet/Executive and other decision makers to ensure that the right decisions are made in the right way at the right time and that the process is open, transparent and accountable.
- Policy review and development – this may include reviewing existing policy to ensure it remains effective and fit for purpose or suggesting new policy and monitoring its implementation.
- Challenging performance and reviewing quality – this may be as part of a formal assessment process or as a ‘critical friend’ to ensure that services are reaching targets and always striving to continuously improve their performance. This includes strong customer service, making good use of resources including providing value for money and ensuring robust performance management mechanisms are in place.

At Durham County Council we have 5 Scrutiny Committees looking at particular areas of Council services as follows:

1. **Children and Young People** – Access to early years education and childcare, raising standards of achievement in schools, Education in the Community, provision of youth services, Special Educational Needs provision, home to school transport and Education Welfare.
2. **Environment and Sustainable Communities Scrutiny** – Improved street and environmental cleanliness, tackling fuel poverty, public transport, reduction of CO<sup>2</sup> emissions, household waste, housing and Traffic Management.

3. **Adults, Well-being and Health** – vulnerable people, people with mental health issues, mortality rates from cancers, number of drug users within an area.
4. **Safer and Stronger Communities** - arrangements for creating a safer environment, reduction in the incidents of crime, reduction in rate of re-offending, reduction in the number of first time offenders.
5. **Economy and Enterprise** - Economic Policy and Programmes, Regeneration, employment rate, flows onto benefits from employment, strength of businesses within the County, the development of new businesses/increased entrepreneurial activity within the County.

### **How does Scrutiny Work?**

The Scrutiny Committees look at different services within the Authority or at the performance of our partners. However we conduct our work practice in the same way. There are two main ways that we work.

#### **1. Scrutiny Committees**

These meetings are held in public and are formal meetings. We try to have a small number of items on the agenda so that we can talk about them in enough detail.

The Committees meet once every two months with the meetings lasting on average for two hours (6 meetings per year diarised). However additional meetings of the various committees can be called sometimes at relatively short notice.

These meetings will normally be held at County Hall however occasionally the venue may be external to County Hall. The meetings are held in the morning, normally 10.00 a.m. – 12 noon.

#### **2. 'Cross Cutting' and/or 'Light Touch' Scrutiny Reviews**

Each Scrutiny Committee chooses a small number of issues to look at in detail each year. Scrutiny members decide exactly what they want to look at in their reviews and how they will get the information they need. The Authority undertakes two different types of review, they are:-

- 'Cross Cutting' Scrutiny Reviews - These are reviews where the issue to be considered cuts across the remit of more than one Overview and Scrutiny Committee i.e. NEET's (not in education, employment and training - 2007/2008), Public Transport (2007/08) Young People's Project (2008/2009).

These reviews can last for several months and can involve between 8-12 meetings. The reviews will involve taking evidence from numerous witnesses with meetings taking place day-time and evening.

- 'Light Touch' Scrutiny Reviews - These reviews involve a small number of members meeting between 2-5 times over a short period of time (normally 4-8 weeks). These meetings can also be held during the day or evening. Some examples of 'Light Touch' reviews include: Gypsies and Travellers, Bullying, Skills Development (2007/08) and Waste (2008/09).

When all of the information has been collected, we will produce a report which gives the main findings of the review. We will also make a number of recommendations based on these findings. These recommendations will be considered by the Executive/Cabinet or by our partners and may be along the lines that the Council or partners are already thinking, or may provide a challenge.

### 3. **Seminars**

In addition non-voting co-opted members will be invited to attend various seminars covering issues which relate to the remit of their committee, or Overview and Scrutiny generally. It is normal practice to hold between 3-6 seminars per year.

### 4. **Budget Meetings - Overview and Scrutiny Working Group meetings and Budget Briefing meetings**

As a non-voting co-opted member you would be expected to attend the Budget Working Group meeting covering the remit of the committee on which you serve as a non-voting co-optee (1 meeting per year).

In addition there are Budget Briefing Meetings (approximately 4 per year) to which you will be invited. These meetings provide an opportunity for you to have an insight into the whole budget/performance process rather than focusing purely on the remit of your appropriate committee.

### 5. **Training for Non-Voting Co-optees**

As a non-voting co-opted member you will be invited to attend training events arranged for members in relation to Overview and Scrutiny both in-house and external training where relevant.

## **What does a Non-Voting Co-opted Member do?**

A non-voting co-opted member of a Scrutiny Committee is like any other Scrutiny Member. The only difference is that non-voting co-opted members do not vote, but most business at Scrutiny meetings is done without the need to vote.

The main things that a Scrutiny Non-Voting Co-opted Member should do are:

- Read the papers sent out for the formal Committee meetings before the meeting and consider what questions to ask.
- Attend the meetings, speak up and ask questions and suggest ways that things could be improved.
- Suggest issues that Scrutiny should look at either in a formal meeting or a light touch or cross-cutting review.
- Be involved with one or more in-depth reviews, attending meetings and other activities that are carried out as part of the review, like site visits, meeting service users etc.

Because non-voting co-opted members hear sensitive and confidential information, and may come into contact with vulnerable children and adults, they must have a Criminal Records Bureau check before being appointed, and must sign the Council's Code of Conduct and the Register of Interests.

## **What does a Non-Voting Co-opted Member get in return?**

You will have the opportunity to learn about how the Council works, and to be involved in the decision making process by reviewing services and contributing to the development of new policies that are brought to scrutiny.

You will be given an induction into Scrutiny, including a meeting with the Head of Overview and Scrutiny and the Chairman/Vice-Chairman of the Management Board together with the Chairman/Vice-Chairman of the appropriate Scrutiny Committee to receive more information on the role of scrutiny and how we work.

There is no payment for being a non-voting co-opted member, but the Council will pay reasonable expenses to cover costs incurred for Scrutiny business, including travel, and subsistence while you attend a meeting.